



Patrick W. Henning, Director



Arnold Schwarzenegger  
Governor

July 9, 2008  
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Mr. Robert Bloom, President  
Workforce Investment Board of Solano County  
320 Campus Lane  
Fairfield, CA 94534

Dear Mr. Bloom:

**WORKFORCE INVESTMENT ACT  
FISCAL AND PROCUREMENT REVIEW  
FINAL MONITORING REPORT  
PROGRAM YEAR 2007-08**

This is to inform you of the results of our review for Program Year (PY) 2007-08 of the Workforce Investment Board of Solano County's (WIBSC) Workforce Investment Act (WIA) grant financial management and procurement systems. This review was conducted by Ms. Carol Hammond from May 19, 2008 through May 23, 2008. For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, accounting system, reporting, program income, expenditures, internal control, allowable costs, cash management, cost allocation, indirect costs, fiscal monitoring of subrecipients, single audit and audit resolution policies and procedures for its subrecipients and written internal management procedures. For the procurement portion of the review, we examined procurement policies and procedures, methods of procurement, procurement competition and selection of service providers, cost and price analyses, contract terms and agreements, and property management.

Our review was conducted under the authority of Section 667.410(b)(1), (2) & (3) of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by WIBSC with applicable federal and state laws, regulations, policies, and directives related to the WIA grant regarding financial management and procurement for PY 2007-08.

We collected the information for this report through interviews with representatives of WIBSC a review of applicable policies and procedures, and a review of documentation retained by WIBSC for a sample of expenditures and procurements for PY 2007-08.

**BACKGROUND**

The WIBSC was awarded WIA funds to operate a comprehensive workforce investment system by way of streamlining services through the One-Stop delivery system.

For PY 2007-08, the WIBSC was allocated: \$1,024,796 to serve 260 adult participants; \$1,003,951 to serve 141 youth participants; and \$968,897 to serve 151 dislocated worker participants.

For the quarter ending March 31, 2008, the WIBSC reported the following expenditures and enrollments for its WIA programs: \$379,904 to serve 174 adult participants; \$509,912 to serve 118 youth participants; and \$320,272 to serve 109 dislocated worker participants.

### **FISCAL REVIEW RESULTS**

We conclude that, overall, WIBSC is meeting applicable WIA requirements concerning financial management.

### **PROCUREMENT REVIEW RESULTS**

We conclude that, overall, WIBSC is meeting applicable WIA requirements concerning procurement.

This report contains no findings or concerns; therefore, we are issuing this report as the final report.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is the WIBSC's responsibility to ensure that its systems, programs, and related activities comply with the WIA grant program, Federal and State regulations, and applicable State directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain the WIBSC's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Mr. Jim Tremblay (916) 654-7825 or Ms. Carol Hammond at (916) 653-6633.

Sincerely,



JESSIE MAR, Chief  
Compliance Monitoring Section  
Compliance Review Division

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